Section 7.1 FUNCTIONS MENU
Data Collection Inquiry
### Overview and Selection

Purpose	This section provides an overview and the procedures for **Timekeepers** and **Employees** to inquire on Data Collection information through the Data Collection Inquiry window.
Tabs	Selection, Time, Activity, Equipment, Leave Req, Emp Info, History
Reminders	1. The Data Collection Inquiry is accessed through the Functions, Data Collection Inquiry items on the menu bar.

2. The Data Collections Inquiry consists of the following tabs:

- Selection - Allows user to select a specific TKU/pay period or Employee based on security access. The Selection tab is the first tab displayed and consists of a Selection Criteria window and a Selection List window. Once the appropriate information is selected or entered and the select button is clicked, the remaining tabs become active, and the data that matches the selection criteria is displayed in the Selection List window.

- Time - Displays a summary of Time and Attendance data. Bottom tabs displays detail time, detail coding block, comments, errors, and Cash NPAs reported.

- Activity - Displays a summary of time entered that applies to a specific activity. Bottom tabs displays detail and comments reported.

- Equipment - Displays time or mileage applied to the use of specific equipment.

- Emp Info - Displays General Employee Information. Bottom tabs displays leave balances and accruals and standard distribution data.

- History - Displays actions taken upon an employee's time information once it has been submitted.

The Inventory tab is inactive and will be removed in the future. The Leave Req. tab is also inactive. Leave or overtime requests may be viewed by accessing the Functions, Leave/OT Request from the menu bar.

Continued

Data Collection Inquiry

Reminders *(Continued)*	**3.** To display time information for the next employee displayed in the Selection List window, click the next employee button (=>). The previous employee button (<=) can be selected to display the previous employee displayed in the Selection List window. To display a previous version of an employee's timesheet, click the previous version button (<) or click the next version button (>) to display the most current version. The most current version will display first on the Time tab.
	4. The Department, Agency, and TKU fields displayed in the Selection Criteria window will default to the user's department, agency, and TKU. If the user has access to more than one department, agency, or TKU, the first one the user has access to is the default. They will be listed in numeric order in the dropdown list.
	5. If a timesheet has been modified by using the Modify button on the Data Collection window or Employee Data Collection window, the previous version(s) of the timesheet can be viewed on the Data Collection Inquiry window. The most current version of the timesheet will display first. To view a previous version, click on the single arrow button [<] on the bottom left corner of the window.
References	*No Specific References*

Main Menu

To display the Data Collection Inquiry screen, select the F̲unctions menu item from the Menu bar
and click on the Data Collection I̲nquiry menu item.
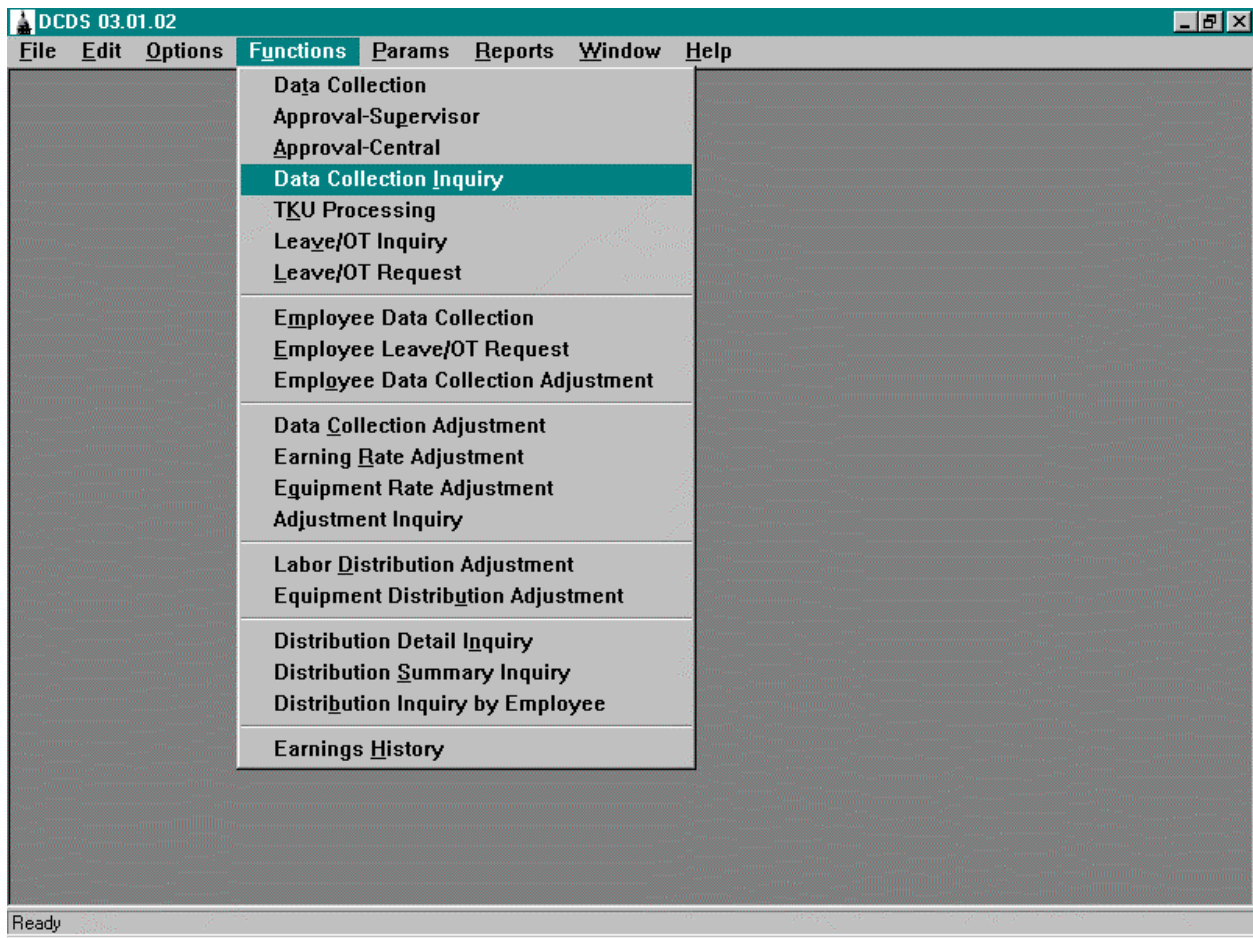
Selection Tab

The following window is displayed when Functions, Data Collection Inquiry, is selected from the Menu bar. The fields displayed are described on the following pages.

DCDS Input Procedures - Selection Tab (Selection Criteria)

Follow the steps below to select employees to display time information.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. **Note:** When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. **Note:** If the user is only authorized to access information for one TKU, that TKU number will automatically display.
4	PP End Date*	The last day of the current pay period will automatically display. If viewing time for a different pay period, select or enter the pay period end date.

*indicates a required field that must be entered

Selection Tab (Selection Criteria)

Step	Field Name	Action
5	SSN	Enter the employee's Social Security Number (SSN) if selecting only one employee. The Dept, Agy, and TKU fields must be blank before an entry can be made in this field. Click on the Select button, and the data is displayed in the Selection List window. **Note:** If selecting by SSN, the name field will be inactive.
6	Name	Enter the last name or partial name of the employee if inquiring on one employee by name. The department is **required**. Click on the Select button, and the data is displayed in the Selection List window. **Note:** If selecting by name, the SSN field will be inactive.
7	Approver	Click on the check box to display all employees for which the end user is an approver. To use this option, only the Pay Period End Date is required.
8	Equip No	Select the equipment number from the dropdown list or enter the equipment number. **Note:** The equipment number uniquely identifies a piece of equipment by FACS (Financial Administrative and Control System) agency.
9	Comm Code	Information is not available, cannot be used.
10	Select button	Click on the Select button located at the top of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will display in alphabetical order.
11	Selection List	Highlight the employees from the selection list in which to inquire on. The fields displayed in the Selection List window are described on the next page.
12	Tab	Click on the appropriate tab (Time, Activity, or Equipment) to view information.

Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Name	The employee name.
SSN	The employee's Social Security Number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Eff Dt	The appointment date or the start date of an employee's or non-employee's appointment.
FLSA	Displays the Fair Labor Standards Act code which indicates an employee's overtime pay eligibility. One of the following displays: ■ **Y** - Not Eligible ■ **N** - Eligible **Note:** A **Y*** indicates eligibility on an exception basis.
Status Fields (TA, Act, Equip)	Displays the following for each category (Time and Attendance, Activity and/or Equipment) of time for the selected pay period: ■ **A** - If time has been approved. ■ **Y** - If time has been entered and Saved. ■ **S** - If time has been submitted. ■ Blank Field - Indicates no action has been taken.